

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office on Asian and Pacific Islander Affairs
Community Grant**



NOTICE

PRE-APPLICATION CONFERENCE (Attendance Strongly Recommended)

WHEN: Thursday, August 10, 2006

WHERE: 441 4th Street, NW, 11th Floor
Conference Room 1112
Washington, DC 20001

TIME: 10am – 12 noon

CONTACT PERSON: Helen A. White, *Consultant for OAPIA*
(571) 218-7325 (Conference info only)
(703) 827-2733 ext. 104
Email questions and/or to confirm attendance to
Ms. White to
OAPIAGrant@aol.com

Mayor's Office on Asian and Pacific Islander Affairs Community Grant



Request for Application: # CG1000-07 Community Grant

Date Issued: July 26, 2006
Pre-Bidder's Conference: August 10, 2006
RFA Submission Deadline: August 28, 2006

Mayor's Office on Asian and Pacific Islander Affairs
441 4th Street NW Suite 1100 A South
Washington, DC 20001

www.apia.dc.gov
OAPIAGrant@aol.com *attn: Helen White*

OAPIA Community Grant

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SECTION I GENERAL INFORMATION

Introduction and Overview

The District of Columbia's Mayor's Office on Asian and Pacific Island Affairs (OAPIA) is soliciting grant applications from qualified community-based organizations (CBOs) serving the District's Asian and Pacific Islander population. Established with a budget of \$225,000 by Mayor Anthony Williams, the FY 2007 Asian and Pacific Islander Community Grant Program offers grants of up to \$50,000 to CBOs located in the District of Columbia. The grant funds are intended to enhance existing and startup programs focused on improving Asian and Pacific Islanders' need in health, education, legal services and employment.

Target Population

The target population for these funds is Asian and Pacific Islander individuals of all ages who live in the District of Columbia.

Eligible Organizations

Applicants must meet all of the following conditions:

- Nonprofit organization status
- Preference will be given to agencies/organizations with limited access to other grant sources and/or operational budgets of \$800,000 per year or less.
- Located in the District of Columbia
- Evidence that a majority (60% or more) of its clients served by the nonprofit agency are - Asians and/or Pacific Islander individuals living in the District of Columbia
- Service facilities meet all applicable federal, state and local regulations for their intended use.
- Program staff meets qualifications of position requirements.
- Charter Schools are **not** eligible to apply.

Source of Grant Funding

The District of Columbia Mayor's Office on Asian and Pacific Islander (OAPIA) is awarding these funds through its fiscal year 2007 budget.

Award Period

The grant award will be for an initial period not to exceed 12 months from the date of the award. Upon satisfactory performance and availability of funds, renewable options may be offered.

Grant Awards and Amounts

OAPIA expects to award 4-6 grants to successful applicants. Each grant award will be made in amounts of up to \$50,000 to successful applicant organizations.

Contact Person:

For further information, please contact:

Helen A. White, Consultant
Mayor's Office on Asian and Pacific Islander Affairs
441 4th Street, NW
Suite 1100 South, Room A
Washington, DC 20001
Tel: (703) 980-2785 (cell) or (703) 827-2733 ext. 104
Email: OAPIAGrant@aol.com

Internet Application Download

Applicants who obtained this Request for Application (RFA) through the Internet shall provide the Mayor's Office on Asian and Pacific Islander (OAPIA) with the following information to receive grant updates and/or additional information:

- Name of Organization
- Key Contact
- Mailing Address
- Email Address
- Telephone and fax numbers

Pre-Application Conference

A Pre-Application Conference will be held Thursday, August 10, 2006, from 10:00 am – 12:00 pm at 441 4th Street, NW Conference Room 1112, Washington, DC 20001.

Explanations to Prospective Applicants

Applicants are encouraged to email or fax their questions to the contact person listed above on or before Friday, August 18, 2006. Questions submitted after the deadline date will not receive responses.

OAPIA Responsibilities

OAPIA shall assign a staff person to monitor the successful grantees. The Program Monitor shall:

- Oversee the performance of the grantee according to the program scope and related service delivery standards;
- Review applicable program policies and procedures and require quarterly reports;
- Conduct periodic site visits, and
- Hold periodic conferences, as needed with the grantee to assess performance in meeting requirements of the grant.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

Submit a total of **six (6)** applications, one (1) original and five (5) copies, in a sealed envelope or package. **Attachment D** should be affixed to the outside of each submission envelope or package.

Note:

- Email and/or facsimile submissions will not be accepted.
- Failure to submit the required six (6) applications will result in non-review by the Review Panel.

Application Submission Date and Time and Location

Applications are due no later than **12:00 pm on Monday, August 28, 2006**. All applications will be recorded upon receipt. Applications received at or after 12:01 pm on Monday, August

28, 2006 will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of Monday, August 28, 2006.

Applications must be delivered to the location listed below. OAPIA is located in a secured building. Applicants should allow sufficient time to meet security identification requirements.

Mayor's Office on Asian and Pacific Islander Affairs
ATTN: Helen A. White
441 4th Street, NW
Suite 1100 South, Room A
Washington, DC 20001

Mail/Courier/Messenger Delivery

Applications mailed or delivered by Messenger/Courier Services must be sent in sufficient time to be received by the **12:00 pm deadline, Monday, August 28, 2006**, at the above location.

Messenger/Courier Services should allow sufficient time to meet security identification requirements. Applications sent by the US Postal Service (USPS) must be postmarked by the USPS no later than 11:59 pm Friday, August 25, 2006 to be considered for review.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed in Attachments A and B with the application submission.

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

Nondiscrimination in the A Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Asian and Pacific Islander Community Grant funds.

SECTION IV PROGRAM SCOPE

Program Purpose

OAPIA is soliciting applications from eligible community-based organizations that have programs whose services target the Asian and Pacific Islander population in the District of Columbia in the areas of health, educational, legal services and employment.

The purpose of these funds is to complement existing educational, employment/job preparedness, health care and/or legal services or proposed programs that target the District's Asian and Pacific Islander population, including those with limited English proficiency. Programs can be targeted to the general population or specific groups, such as adults, children, youth, persons with disabilities, and the like. OAPIA will seek to award programs that address the following areas:

- Education and/or job preparedness/training for adults and youth (18 years and older) that lead to increased/improved workforce development skills.
- Education services and/or programs that complement Kindergarten-12th grade curriculum and encourage youth (under 18 years of age) to stay in school and avoid drugs, gangs and violence.
- Health-related services that improve health status or enable and/or enhance access, such as screening or preventive services, education, and medical interpreter services.
- Legal services to assist the target population, including those with limited English proficiency to access entitlement and/or socioeconomic programs and address civil rights, citizenship or residency status, or other legal service needs.

The District's objectives include:

- Provide culturally and linguistically appropriate services to the targeted population.
- Provide appropriate training and quality services to the District's Asian and Pacific Islander population, and,
- Provide a broad range of training and educational opportunities to assist the target group to become successful in the labor market.
- Provide a broad range of educational enrichment programs/services that lead to decreased school drop out rates of Asian and Pacific Islander children and prevention of drugs, gangs and violence.
- Support of the two overarching goals of Healthy People 2010: 1) Increase quality and years of health life and 2) Eliminate health disparities,
- Foster and support the rights of District residents through access to legal services.

Areas of Service

Applicant Responsibilities

Applications will comply with the following guidelines:

1. Detailed description of proposed or existing program, including educational model/curriculum, used, if applicable, target population, number of participants, eligibility requirements, days and hours of operation, location of services.
2. Description of program implementation including a work plan.
3. Program goals, measurable objectives, program activities and program outcomes.
4. Programs must describe in detail its process to achieve successful outcomes.
5. Submission of a reasonable and realistic budget to accomplish the stated goals and objectives of the proposed program.
6. Publicize the program outcomes and the role of OAPIA as the funding organization.

Program Goals and Objectives

Goals provide a general focus and direction. The goals, in turn, serve as a guide for developing a set of objectives that will measure actual progress within a specified amount of time.

The objectives should describe improved employment and/or education status of the Asian and Pacific Islander population of the District of Columbia.

The objectives should demonstrate any improvement in access to health care and/or improvement of the health status of the Asian and Pacific Islander population of the District of Columbia.

The objectives should describe improved access to and utilization of legal services by the Asian and Pacific Islander population of the District of Columbia, including those with English limited proficiency.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

The RFA review panel is composed of neutral, qualified individuals selected for their experiences with job training, education, training, health care, social services, human services, evaluation planning and program implementation. Panel member responsibilities include: reviewing and scoring each applicant's proposal and submitting recommendations for awards based on the scoring process. The Mayor's Office on Asian and Pacific Islander Affairs shall make the final funding decisions.

Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

Criterion A: Technical Soundness of the Proposal **25 points**

1. The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program. **(15 points)**
2. The description of the program implementation including the work plan is realistic based on the proposed time requirements. **(10 points)**

Criterion B: Program Goals, Objectives and Activities **25 points**

Program objectives are defined, measurable and time specific and support for each of the program goals, including evaluation process goals, objectives and program outcomes.

1. Objective tasks/activities include responsible agency/organization and responsible person or staff position. **(10 points)**

2. Work plan details objectives and related activities, program outcomes, estimated timeline, milestones and agency responsible. **(10 points)**
3. Description of program monitoring and evaluation **(5 points)**

Criterion C: Organizational Capability and Relevant Experience 35 points

1. Applicant demonstrates qualifications and past experiences to provide services applied for and in serving the target population. **(10 points)**
2. Applicant demonstrates sufficient staffing for proposed services and its cultural competency, sensitivity and appropriateness (racial, ethnic, economic, gender, disability, sexual orientation, etc.) through the diversity among its staff. **(5 points)**
3. Applicant demonstrates an established organizational structure and its ability to administer the proposed services or program through the submission of operational and programmatic organizational charts including names of persons in key positions. Resumes and/or position descriptions for key program staff should be included as an attachment. **(10 points)**
4. Applicant demonstrates sound fiscal management through a description of proposed program fiscal management including grant budget monitoring and disbursement of grant funds. **(10 points)**

Criterion D: Sound Fiscal Management and Budget 15 points

1. Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives. **(15 points)**

Decision on Awards

Review Panel

The recommendations of the review panel are submitted to the Mayor's Office on Asian and Pacific Islander Affairs (OAPIA). The final decision to award a grant to an applicant rests solely with the OAPIA. After reviewing the recommendations of the review panel and any other

information considered relevant, OAPIA shall decide which applicants to award funds and the amounts to be funded. Awards are expected to be announced in late September 2006. The expected contract period is from October 2006 to September 30, 2007.

SECTION VI PROPOSAL FORMAT

The application is limited to **30 double-spaced pages**; 12-point type (New Times Roman or Courier) on 8 ½ x 11-inch white paper, single sided; and a minimum of 1-inch margins. Each page of the proposal should be numbered. The review panel shall not review applications that do not conform to the above requirements.

Description of Application Sections

The purpose and content of each section is described below with recommendations for page length of each section. Applicants should include all information needed to adequately describe their objectives, plans for services and program outcomes. Relevant program information should be included in the 30 double spaced page limit and not in the Appendices.

1. Proposal Summary (1-2 pages)

This section of the application should be brief, highlighting the purpose of the program, targeted population, program objectives and outcomes.

2. Program Narrative (15-20 pages)

This section contains the details and describes the proposed program to be implemented.

It should include but not be limited to:

- Target population served
- Services to be provided
- Example of curriculum and/or educational model used, if relevant
- Need for and proposed impact of the program
- Extent to which barriers encountered will be addressed
- Cultural competency, sensitivity and appropriateness of the program
- Collaborative partner(s), if any

- Organizational and staff experience and qualifications
- Program monitoring and evaluation process

3. **Program Goals and Objectives (3-5 pages)**

This section presents the goals of the program; process objectives and outcome objectives. Objectives must be defined and measurable within the proposed program timelines.

4. **Budget and Budget Justification (not included in page limit)**

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted (not to exceed \$50,000 per grantee) for the areas of service under which the applicant is seeking funding.

Specific Budget Guidelines:

- Personnel: name, title, number of hours, hourly rate, annual salary, percentage of time. Role and responsibilities in the proposed program.
- Fringe Benefits: percentage and total dollar amount based on listed program positions. Description of the costs included in the fringe benefits.
- Non-Personnel:
 - List expenditure item; purpose of the line item as related to the program
 - Unit cost and number of units
 - Total cost per expenditure (unit cost times the number of units)

Note:

- Program funds cannot be used for food expenditures
- Program funds cannot be used for lobbying.
- Funds cannot be used to cover any expenses made prior to the grant award.
- Up to 25% of funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, and the like).
- Funds cannot supplant (replace) funds from other grant sources.

Budget Narrative/Justification:

This section describes the proposed expenditures, including purpose or reason for the expenditure (personnel and non personnel) and calculation of costs.

5. Staffing Plan (See Attachment F)

This section should contain the staff assigned or hired for the program, staff positions and percent (%) of time on the program. If the position is not filled, a start date as to when the position will be filled should be supplied.

6. Work Plan (Attachment G)

Using Attachment G, list the program objectives and related activities, program outcomes and outputs, timeline for implementation and completion, and responsible staff.

Appendices

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2005 and year-to-date.
- Nonprofit corporation status – copy of IRS ruling
- Organizational and program charts
- Marketing plan for program supported under the OAPIA grant
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Criteria/forms used to determine participant or student eligibility in the program, if applicable
- Evaluation tools, if available, e.g. satisfaction surveys; job placements

Certifications and Assurances

- Applicants shall provide the information requested in Attachment A and B and enclose them with the application.

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APPLICATION CHECKLIST

Applicants are required to follow the format below and content requirements:

- ☐ Subgrant Applicant Profile (**See Attachment D**)
- ☐ Table of Contents
- ☐ Description of Application Sections (**Criterion A-E**) (included in 30 page limit)
 - ☐ Proposal Summary
 - ☐ Program Description
 - ☐ Collaboration Description
 - ☐ Program Goals and Objectives
 - ☐ Organization Capabilities
- ☐ Other Required Application Materials (**not included in 30 page limit**)
 - ☐ Budget and Budget Justification
 - ☐ Staffing Plan
 - ☐ Work plan of the Program
- ☐ Appendices (**not included in 30 page limit**)
 - ☐ Organizational and program charts
 - ☐ Staff resumes
 - ☐ Job descriptions
 - ☐ Financial documents (e.g. audits, cash flow statements, 990, etc.)
 - ☐ Citations or Bibliography
 - ☐ Memorandum of Understanding/Agreement (MOU/MOA), if applicable
 - ☐ Satisfaction survey (or proposed form), if applicable
 - ☐ Collaborative partner materials (if relevant)
 - ☐ Program materials, if relevant
 - ☐ Criteria/forms used to determine student eligibility-, if applicable
 - ☐ Certifications and Assurances (**See Attachment A and B**) (**not included in 30 page limit**)

SECTION VII LIST OF ATTACHMENTS

Attachment A	Certifications
Attachment B	Assurances
Attachment C	Original receipt
Attachment D	Subgrant applications profile
Attachment E	Budget summary
Attachment F	Staffing plan
Attachment G	Work Plan

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER

Certification Regarding

Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- b) In any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-III, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

A. The applicant certifies that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subgrant F for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such

prohibition;

(b) establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Mayor's Office on Asian and Pacific Islander Affairs, 441 4th Street, NW, Suite 805 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(3) Making a good faith efforts to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Section 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Mayor's Office on Asian and Pacific Islander Affairs, 441 4th Street, NW, Suite 1100 A South, Washington, DC 20001.

As duly authorized representative of the application, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/Program Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted program.

Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law, which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be

utilized in the accomplishment of the project are not limited on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 808.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to prevention or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedures; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a

finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et.seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

16. It will comply with the Privacy Rule as modified (45 CFR Sections 160 and 164) as applicable and the corresponding implementing regulations.

Signature

Date

MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDER AFFAIRS
441 4th Street, NW, Suite 1100 A South
Washington, DC 20001

FY 2007 Asian and Pacific Islander Community Grant
RFA # CG1000-07

The Mayor's Office on Asian and Pacific Islander Affairs is in receipt of

Contact Name (Please print clearly)

Organization Name

Address, City, State, Zip Code

Phone Number

Fax Number

Program Title

Amount Requested

OAPIA USE ONLY:

Please indicate time:

PROPOSAL and _____ copies

RECEIVED ON THIS DATE: _____/_____/2005

TIME RECEIVED: _____

Received by: _____

**MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDER
FY 2007 Asian and Pacific Islander Affairs
Community Grant**

BUDGET SUMMARY

Personnel	% time	Hourly Rate	Annual Salary	Total Amount
B. Fringe Benefits				
Non Personnel	Description	Unit Costs	# of Units	Total
C. Travel				
D. Supplies				
E. Equipment				
F. Consultants/Contractors				
G. Communication				
H. Printing/Copying				
I. Training				
J. Operating Expenses				
K. Other Expenses				
PROGRAM TOTAL:				

**MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDER
FY 2007 Asian and Pacific Islander Community Grant**

BUDGET DESCRIPTION/NARRATIVE

A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Supplies	
E. Equipment	
F. Consultants/Contractors	
G. Communication	
H. Printing/Copying	
I. Training	
J. Operating Expenses	
K. Other Expenses	

STAFFING PLAN

Asian and Pacific Islander Community Grant

Date Submitted: _____

[illegible]

WORKPLAN AND TIMELINE
FY 2007 Asian and Pacific Islander Community Grant

Description of Goals/Objectives/Task/Activity	Responsible Agency	Responsible Person	Start Date	Completion Date